



**Elko Committee Against Domestic Violence dba Harbor House**

**Employment Application**

Mailing: P.O. Box 2531, Elko, NV 89803

Office: (775) 738-6524

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[www.elkoharborhouse.org](http://www.elkoharborhouse.org)

CADV is an Equal Opportunity Provider and Employer

*If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Have you worked for CADV before: ☐ Yes ☐ No If yes, when? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

If offered employment, when can you be available to begin? \_\_\_\_\_

What type of employment will you accept? ☐ Full-Time ☐ Part-Time ☐ Temporary

Will you be available to be "on-call" in the evenings and on weekends? ..... ☐ Yes ☐ No

Have you read and understood the job description? ..... ☐ Yes ☐ No

Will you be available to work days, swing or graveyard shifts? ..... ☐ Yes ☐ No

Will you be available to work holidays and on weekends if necessary? ..... ☐ Yes ☐ No

Do you understand the job requirements? ..... ☐ Yes ☐ No

Can you perform the requirements of this job with or without reasonable accommodation? ☐ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ☐ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States?..... ☐ Yes ☐ No

List other names, if any, you have used: \_\_\_\_\_

**EDUCATION RECORD**

Did you graduate from high school or receive a GED certificate? ..... ☐ Yes ☐ No

School Name	Location	Hours Earned	Diploma, degree or certificate	Field of study

*A valid driver's license is required for all paid positions at CADV.*

Do you possess a valid driver's license? ..... ☐ Yes ☐ No

Do you possess a reliable vehicle? ..... ☐ Yes ☐ No

Are you willing to transport clients in your vehicle? ..... ☐ Yes ☐ No

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

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***CADV staff and volunteers who work with or near clients are required to pass a criminal background check.***

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor or any lesser crime other than a traffic infraction?..... ☐ Yes ☐ No

Do you have any pending court charges? ..... ☐ Yes ☐ No

If you have answered yes to either question, please list all such offenses and provide date, name of court and disposition (if any). You may omit minor traffic violations for which you paid a fine of \$50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

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The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.

- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include: length of time passed since the offense; age of applicant at the time of the offense; severity and nature of the offense; relationship of the offense to the position applying for; and evidence of rehabilitation of the applicant.

- The following will not be considered: Arrests which did not result in a conviction; Record of convictions that were dismissed, expunged, or sealed; and o Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

## Employment History

Provide information regarding all paid employment, including the military. Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary.

DO NOT USE REFERENCES SUCH AS "SEE RESUME" IN PLACE OF COMPLETING THIS SECTION.

May CADV contact all employers listed? (Attach a list of any exception with an explanation.) ☐ Yes ☐ No

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Present Position: \_\_\_\_\_

From (Mo/Yr): \_\_\_\_\_ To (Mo/Yr): \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ From (Mo/Yr): \_\_\_\_\_ To (Mo/Yr): \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ From (Mo/Yr): \_\_\_\_\_ To (Mo/Yr): \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ From (Mo/Yr): \_\_\_\_\_ To (Mo/Yr): \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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This image shows a blank sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's part of a bound volume.

*Please list three professional and/or organizational references and contact numbers. The organizational references can be but are not limited to members of nonprofit organizations or community groups in which you have provided volunteer hours.*

Revised July 2019

## CADV EMPLOYMENT APPLICATION ACKNOWLEDGEMENTS

As a Committee Against Domestic Violence DBA Elko Harbor House employee, you will be providing services in accordance with Federal and State guideline (ISO/ADA/Care Plan). It is required that you acknowledge your ability to meet the physical demands of this position. The physical demands include but are not limited to:

- The ability to frequently stand, walk, bend, and twist throughout the workday.
- The ability to lift and/or transfer up to 25 pounds.

*Please READ ALL of the following statements and INITIAL EACH of the lines to indicate you have read and understand each of the statements.*

- \_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- \_\_\_\_\_ This application is the property of CADV and will become part of my personnel file if I am hired.
- \_\_\_\_\_ As a Committee Against Domestic Violence DBA Elko Harbor House employee, I understand I will be providing services in accordance with Federal and State guidelines (ISO/ADA/Care Plan).
- \_\_\_\_\_ I authorize CADV to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with CADV. In addition, I authorize CADV to conduct a background search which includes criminal history. In addition, the position for which I am applying requires driving a vehicle, I authorize CADV to conduct a Department of Motor Vehicles (DMV) search. The position for which I am applying involves contact with minors and persons having diminished capacity to care for themselves, a search of government sex offender registries and a CANS check may be conducted.
- \_\_\_\_\_ I further understand this consent will apply during the entire course of my employment with CADV should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.
- \_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with CADV. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from CADV constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that CADV is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to CADV. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
- \_\_\_\_\_ I read and understand all requirements of this position. These requirements include but are not limited to: physical needs, stamina and hours of operation.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

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Signature

Date